STEP-BY-STEP INSTRUCTIONS FOR COMPLETING THE "SMALL BUSINESS SERVICES – PROGRAM II" GRANT APPLICATION FORM

Submit <u>five</u> (5) copies of the form to the Library Development Services Bureau of the California State Library by 4:00 p.m. on June 10, 2004. One copy must be the original.

- *For US Mail:* P.O. Box 942837, Sacramento, CA 94237-0001
- *For non-postal delivery:* 900 N Street, Room 500, Sacramento, CA 95814. Telephone (916) 653-5217.
- Fax and e-mail are not acceptable.
- Typewritten or computer printed, 12 point (10 pitch) or larger, one-sided only.
- Additional pages may be added to provide more information to all sections <u>except question #5,</u> which must be limited to the space provided.

Below are instructions for the personnel, budget, certification and other sections of the form. For more information on completing the application, call Barbara Will, Library Programs Consultant at (916) 653-7071 (email: bwill@library.ca.gov).

APPLICANT ORGANIZATION/JURISDICTION (question #1)

Enter the full legal name of the jurisdiction and/or library applying for funds.

APPLICANT CONTACT (question #2)

Enter the name and contact information for the individual preparing this application or another person who may be contacted for information about it. This may or may not be the representative of the jurisdiction legally authorized to apply for and/or receive funds (i.e., the person who signs the certification on the last page).

OTHER PARTICIPANTS (question #3)

List the names of the other libraries, organizations, and agencies (plus a contact person for each) that will be active partners in your project.

LSTA AMOUNT (question #4)

Enter the total amount of <u>LSTA</u> funds requested for the project, for one year only. Use whole dollar figures. Do not include on this line costs paid for by local or other funds. It should not be less than $50,000 and not be more than $75,000.

EXECUTIVE SUMMARY (question #5)

This is an abstract of your entire grant application, and it must be completed in the space provided. Briefly describe the client group needs, the needs assessment process, and the way that the client group was involved in developing the grant project. Identify the project goal, objectives, and activities. If organizations and agencies other than the applicant are participating, describe their involvement. Note how the project results will be evaluated and how the work of the project will be continued at the close of the grant-funded period.

BUDGET SUMMARY (question #6)

See directions for *budget* (question #20) below.

BUSINESS COMMUNITY (question #7)

Describe the small businesses you plan to serve - - - their approximate number, type (agricultural, manufacturing, etc.), and size (number of employees and/or total annual sales). Note any special features of the client group: minority-owned, woman-owned, etc. Identify the sources for this information.

CLIENT NEEDS (question #8)

The clients are the people who will be served by the project, which should be based on their needs. In this section, describe how you identified the needs your project will address, what the needs are, and how the client group was involved in determining those needs.

PROJECT GOAL (question #9)

Broad in scope and long-range, the project goal answers the question "What does the library hope to achieve?"

OBJECTIVES (question #10)

Most goals will have two or more objectives, which are sequential steps toward achieving the goal. It is acceptable to have only one objective if the project scope is limited. Specific and measurable, attainable and realistic, objectives are statements of desired accomplishments. Include the quantity of services, products and/or programs you expect to provide and projected completion date for each objective.

PROJECT ACTIVITIES (question #11)

For each objective identified in question #10, list the activities for each three-month quarter that will assure that the objective will be met. Note that except in special cases, all equipment should be received and be in use at least six months into the project year or its necessity may be questioned.

PARTNERS (question #12)

For each library, agency, and organization listed in question #3: identify the role(s) they will perform in the project . . . what will they do? contribute? receive? Attach a letter of agreement from each of them signed by its administrator or other official.

PERSONNEL (question #13)

For each position to work on the project, whether funded by LSTA or not, state the job title, classification (if different from the job title), and full- or part-time status. List salaried staff paid by LSTA, contract staff paid by LSTA, in-kind staff provided to the project, staff provided via other funds, and volunteers. Provide a brief description (1 – 3 sentences) of each person's duties and qualifications.

STAFF TRAINING (question #14)

If staff training is necessary before or during the project period, describe: the type of training; the institution/program/individual contractor/staff person who will conduct it; and the time sequence for it.

PROMOTION (question #15)

The client group for your project services need to be made aware of the services. Here, describe how the service will be publicized, including the groups (for example, the Chamber of Commerce) and institutions (for example, the local newspaper) which will be involved. All publicity must credit the federal Library Services and Technology Act (LSTA) as administered in California by the State Librarian as a funding source.

COMMUNITY AWARENESS (question #16)

Describe how people beyond the targeted business people - - - such as local officials and the general community - - - will learn about the library's new services. Again, all publicity must credit the federal Library Services and Technology Act (LSTA) as administered in California by the State Librarian as a funding source.

EVALUATION (question #17)

Evaluation is the means by which you and others can verify a project's success and value by assessing the extent to which the objectives have been achieved. In this section, state what elements of the project will be evaluated and what methods of evaluation will be used (e.g., user surveys, circulation data, staff interviews).

LOCAL CONTINUATION (question #18)

LSTA is a limited-term funding source. It should not be relied upon for continuing operations and, in this case, funds projects of one year duration only. Evidence of clear and realistic consideration of how the project services will be continued is a factor in evaluating each application. Continuation may be achieved by incorporating all or most services into the library's budget, by finding other funding sources, or by other means. Note that, if the project objectives are completed within the LSTA grant period, it may be acceptable for the services to be discontinued.

STATEWIDE CONTINUATION (question #19)

It is the intent of this grant program that successful applicants will model or create new approaches to serving small businesses. Here, describe how and when will you share the "best practices" and "lessons learned" from your project with the greater California library community.

PROGRAM BUDGET (question #20)

*For the LSTA-funded portions alone, prepare a column for each objective listed in question #3 and identify the costs for each line item. Name each column with one or two key words identifying the objective. **If the project has more than three objectives, contact Barbara Will, Library Programs Consultant at (916) 653-7071 or bwill@library.ca.gov for instructions.***

a. **Salaries & Benefits** Enter the total of salaries and benefits for each project staff member, full-time or part-time. If grant funds are needed to cover a substitute to perform regular duties so that a permanent staff member can be assigned to the project for the grant period, please explain here. Do *not* include outside consultants, persons who are not employees of the applicants or partners but who are paid under contract for this project, or short-term temporary labor in this line; list them under "operation" (c) instead.

b. Library Materials Enter the total amount requested for library materials such as books, periodicals, tapes, and videos for use primarily by the client group and, in most cases, to be added to the library's circulating collection. List computer software, electronic database subscriptions, and library & office supplies under "operation" (c).

c. Operation Enter the total for operating expenses including:

- Contracts (fees for consultants, contract personnel, speakers & short-term temporary labor)
- Service/maintenance contracts
- Equipment costing less than $5,000 (e.g., microcomputer)
- Computer software
- Electronic database subscriptions
- Postage and telecommunications
- Office and library supplies
- Printing costs
- Training and conference fees
- In-state travel

d. Equipment Enter the total of all "high value" items costing $5,000 or more. All equipment listed here must be inventoried and are subject to tracking by the federal and state government. All equipment must be used for the project for either 5 years or the life of the equipment. Note that system purchases (i.e., an integrated computer configuration acquired as a package) costing $5,000 or more should be listed here; but individual components, purchased separately for less than $5,000, should be reported under "operation" (c) instead.

e. Subtotal Enter the total of rows a through d.

f. Indirect cost In this grant program, indirect cost represents a charge against the LSTA funds requested (and reimbursed in LSTA dollars to the recipient) to cover local administration of the project and its funds. If the applicant wishes to contribute any part of the administrative or other overhead costs to the project, list these under "other funds" or "in-kind." Up to 10% of the LSTA program cost (i.e., the total amount in line e) may be charged to the project.

g. Total LSTA Enter the total of rows e and f.

h. Other Contributed Funds To Be Used For Project (Non-LSTA) Enter the total of all other financial support obligated to the project including other federal (non-LSTA) grants, state/local grants, private grants, funding from Library Friends or Foundation, philanthropic support, and other funds. Include new library funds if they are budgeted specifically for this project. Do not list in-kind contributions here.

i. in-kind Contributions To Project Enter an estimate of in-kind contributions from the applicant and all other partners in the project. In-kind contributions, to the extent that they are devoted exclusively to the project, may include staff time, library materials and equipment, building space and utilities, and other operating costs.

j. Total Project Enter totals of rows g – i.

NARRATIVE SUPPORT FOR THE BUDGET (question #21)

This section must contain explanations of the program budget detail, covering: staffing, salaries, library materials, equipment (both under $5,000 and over $5,000), and operation expenses. Identify what other funds, and their source, will be available for the project (question #20, line h) and the nature and source of the in-kind support (question #20, line i).

CERTIFICATION (question #25)

Provide an original signature on the first copy of the application. The person authorized to apply for federal funds on behalf of the applicant jurisdiction should sign and date the application. This may be the library director or someone else, such as a city official, depending on local rules. Application authors below the rank of director must secure approval for a grant application from their library administration.

The authorized official of a recipient organization must approve the submission of the proposal, be willing and able to administer extramural funds, and (if a grant is received) must accept responsibility for undertaking and supporting the project. If a grant is awarded, this person will receive the award letter and all subsequent official correspondence and warrants. The award packet will include other necessary documents for signature including a nondiscrimination clause addendum and a civil rights certificate.